



## **POLICY ON CONTINUOUS INTERNAL EVALUATION (CIE)**

- **The internal marks evaluation scheme is to be conveyed to the students at the start of each semester.**
- **The syllabus of the Programmes, its courses and outcomes as well as question paper pattern has to be communicated to the students by the teachers in the beginning of the new session.**
- **The internal assessments will be conducted by the departments as per the directions from the University and should be notified to the students well ahead.**
- **The internal marks are to be allotted based on existing norms of the University.**
- **Students will be allowed to appear in the semester end examination provided they have attended at least 75% classes for each course.**
- **Adequate concession should be given in attendance of students on medical grounds and for participation in co-curricular activities.**
- **If a student unable to appear for internal assessment or tutorial (internal examination) due to medical or any other valid reason, she should be given chance to appear in the internal examination as per norms.**

- **Internal assessment tests and other measures taken to judge the performance of the students shall be done fairly and in an effective manner.**
- **The Checked answer scripts should be discussed and the value points should be communicated to students so that they can improve their score further.**
- **Two Internal Exams shall be conducted in each semester for each course.**
- **At least one assignment / seminar shall be mandatory in each semester for all courses.**
- **The results of the students' performance may be used by the faculty to identify slow and advanced learners.**
- **The faculty-in-charge of each subject will work out and announce the topic for assignments to be written by the students along with deadlines for submission.**
- **All documents of internal assessments are to be kept in the college for a period as specified by the university and shall be made available for verification on request.**

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